

**BUDGET ANALYST**  
**GS-560**

This series covers positions that perform, advise on or supervise work in any of the phases of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, precedents, methods, and techniques.

## BUDGET ANALYST – ENTRY LEVEL

| Competencies  | Developmental Areas  | Training Resources and Developmental Recommendations   |
|---|--|--|
| <p>Knowledge of principles and objectives of Government budget and fiscal administration to perform routine, continuing assignments for appropriate fund activities.</p> <p>Knowledge of Departmental and Agency management and functional policies and regulations, Federal Statutes, Comptroller General Decisions, and ARS regulations and procedures relating to budget and fiscal administration.</p> <p>Ability to prepare financial statements and reports for fund managers.</p> <p>Knowledge of the Agency's financial management functions and responsibilities related to budgetary and fiscal control methods, including internal and external reporting.</p> | <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> <p><b>Systems/Technology Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Introduction to Federal Budgeting; Budget Formulation; and Federal Budget Process</b><br/>USDA Graduate School</p> <p><b>Civil Rights Training</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>ARMPS Training</b><br/>In-House Training (Financial Management Division)</p> <p><b>ARS Financial Management Training including FFIS, LOTS, and SAMS</b><br/>In-House Training (Financial Management Division) and National Finance Center</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b>WordPerfect</b><br/>In-House Training (Information Technology Division)</p> <p><b>GroupWise – Optional (specific to Location)</b><br/>In-House Training (Information Technology Division)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Leadership Training<br/>Shadow a Senior Budget Analyst</p> |

## BUDGET ANALYST – INTERMEDIATE LEVEL

| Competencies   | Developmental Areas  | Training Resources and Developmental Recommendations   |
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| <p>Knowledge of budget and fiscal administration, laws, principles, objectives, and regulations.</p> <p>Knowledge of the NFC centralized accounting system to follow individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies and determine underlying causes.</p> <p>Knowledge of procurement transactions and documents, symbolic codes, account structures, and procedures for setting up, liquidating, and transferring obligations.</p> <p>Knowledge of fund accounting methods, procedures, and techniques used in maintaining and analyzing all classes of accounts in an accounting system encompassing a great number of diversified activities.</p> | <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Accounting for Non-Accountants; Budget and Accounting for Revolving Funds; Budget Analysis Workshop; Contracting Basics for Administrative Personnel; Federal Appropriations Law; Federal Cost Accounting Concepts; Simplified Acquisition Procedures; and Working Capital Funds</b><br/>USDA Graduate School</p> <p><b>Project Management for the Office Professional</b><br/>Management Concepts, Inc.<br/>USDA Graduate School</p> <p><b>Travel Rules and Regulations</b><br/>In-House Training (Financial Management Division)</p> <p><b>Civil Rights Training</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Cooperative Resolution Training<br/>Leadership Training<br/>Shadow a Senior Budget Analyst<br/>Supervisory Training<br/>Work towards obtaining/completing Certificate in Financial Management (USDA Certification Program from USDA Graduate School)</p> |

## BUDGET ANALYST – ADVANCED LEVEL

| Competencies   | Developmental Areas  | Training Resources and Developmental Recommendations   |
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| <p>Knowledge of Government principles and objectives of budget and fiscal administration.</p> <p>Knowledge of Departmental and Agency management and functional policies and regulations, Federal Statutes, Comptroller General Decisions, and ARS regulations and procedures relating to budget and fiscal administration; and ability to interpret and apply directives and guidelines to a variety of situations.</p> <p>Knowledge of the varied and complex methods used by ARS managers and units to plan, coordinate, and support agricultural research programs, to help ensure the resources available to support these methods are adequate, efficiently planned for, and utilized.</p> <p>Analytical knowledge to plan, develop and evaluate procedures to ensure that a sound and effective budget and fiscal program is in place to meet regulatory requirements and to satisfy the principles of good budget and fiscal management.</p> | <p><b>Administrative Management</b></p> <p><b>Financial Management</b></p> <p><b>Human Resource Management</b></p> | <p><b><u>TRAINING RESOURCES:</u></b></p> <p><b>Project Management (Advanced)</b><br/>USDA Graduate School</p> <p><b>Budget Analysis and Budget and Accounting for Revolving Funds</b><br/>USDA Graduate School</p> <p><b>Civil Rights Training</b><br/>In-House Training (Equal Employment Opportunity Office)</p> <p><b>Workplace Violence and Ethics Training</b><br/>In-House Training (Human Resources Division/Location)</p> <p><b><u>DEVELOPMENTAL RECOMMENDATIONS:</u></b></p> <p>Cooperative Resolution Training<br/>Shadow a Senior Budget Analyst<br/>Leadership Training<br/>Work towards obtaining/completing Certificate in Financial Management (USDA Certification Program from USDA Graduate School)</p> |